



# Illinois Department of Transportation

## Memorandum

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To: ALL BRIDGE DESIGNERS

03.3

From: Ralph E. Anderson

A handwritten signature in cursive script that reads "Ralph E. Anderson".

Subject: Quality Verification Statement

Date: May 20, 2003

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With the latest personnel losses to the Bureau of Bridges and Structures (BB&S) from retirements, a limited review policy for consultant bridge projects will be necessary to continue to deliver the Department's Program. This limited review policy will apply only to "final bridge plans", not TS&L Plans. The term "final bridge plans" is defined as the first submittal of the bridge contract plans, including Special Provisions, to the BB&S for review.

The amount of time allotted by the BB&S to the review of "final bridge plans" prepared by consultants will depend upon the resources available within the BB&S, the complexity of the project, our knowledge and confidence level of the firm's expertise to perform the work, and the project schedule. As a minimum, the BB&S will thoroughly review the Plan Development Outline, perform a rating analysis of the main load-carrying member for capacity verification purposes only, and review the pay items, notes, and special provisions for bidability. Some projects will be further reviewed for structural adequacy (splices, shear studs, bearings, substructure units, etc.) and adequate detailing at the discretion of the BB&S.

To assure that the plans prepared by consultants are thoroughly completed by the firm prior to first submittal to the BB&S for review, the attached Quality Verification Statement and requested documentation shall accompany those "final bridge plans". The intent is to emphasize that the responsibility for ensuring plan quality rests with the consulting firm and to give the BB&S a confidence level that the firm has completed all the necessary work for a structurally safe, cost efficient, well-detailed bridge conforming to Department policies.

This Quality Verification Statement will be required for all "final bridge plans" for State bridge projects after July 1, 2003. "Final bridge plans" without this statement after this date will be returned to the consultant unapproved.

Since the review and processing of Local Agency (LA) bridge projects varies from project to project, the Quality Verification Statement will not be required for most LA projects. The Quality Verification Statement will not be required for LA projects, when the bridge plans are to be accepted by the Department based on certification in accordance with the Bureau of Local Roads and Streets' (BLR&S) Circular Letter 92-2. The Quality Verification Statement must be submitted with bridge plans for LA projects that cannot be accepted based on certification in accordance with BLR&S Circular Letter 92-2, and that will therefore be reviewed by the BB&S prior to acceptance by the Department.

TJD/bb25111

## Quality Verification Statement

“The final plans for SN \_\_\_\_\_ have been completed in accordance with the Plan Development Outline and are submitted for review. The signatures given below indicate that all phases of design, checking, and the firm’s quality control and assurance plan have been completed. Such considerations as bidability and constructability have also been completed for this project. Attached to this Quality Verification Statement is documentation annotating comments from all independent QC/QA reviews and a disposition of those comments to the satisfaction of the project team.”

_____ QC/QA Review	_____ Date
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_____ Project Manager	_____ Date
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_____ Designer	_____ Date
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_____ Checker	_____ Date
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